CITY OF TUCSON

CAMPAIGN FINANCE ADMINISTRATION APPLICATION (CFAA)

SOFTWARE GUIDE

PREPARED BY THE OFFICE OF THE CITY CLERK

255 W. Alameda, P.O. Box 27210
Tucson, Arizona 85726-7210
(520) 791-4213

December 2010

Software Application Manual

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INTRODUCTION

Welcome to the Campaign Finance Administration Application (CFAA) Software. This program was created by the City of Tucson City Clerk's Office to help candidate committees meet their campaign finance reporting obligations and is required for candidates participating in the City of Tucson Public Matching Funds program. While every effort was made to provide an overview of this software, this manual is not intended to eliminate the need to ask specific election or campaign finance-related questions. Candidates or committees producing campaign finance reports using the City of Tucson CFAA will need a computer (system requirements found on page 5) and a printer.

Pursuant to A.R.S. § 16-904, the committee treasurer is responsible for preserving all records and copies of all finance reports required to be filed for three (3) years after the filing of the finance report covering the receipts and disbursements evidenced by the records. Candidates who sign campaign contracts must preserve all financial records, including but not limited to invoices, receipts, canceled checks and other supporting documentation for all contributions received, including those not eligible for receipt of public matching funds, and all expenditures made must be retained for three (3) years following the last day of the campaign period.

As updates become available, candidates and political committees will be notified. Contact the City Clerk's Office should you have any questions regarding the information contained in these guidelines or the operation of this software.

City Clerk	Phone	(520) 791-4213
City Hall, 9th floor	FAX	(520) 791-4017
255 W. Alameda	TDY	(520) 791-2639
P.O. Box 27210	Email	cityclerk@tucsonaz.gov
Tucson, AZ 85726 –7210		

PRACTICAL TIPS FOR FILING REPORTS

1. Contact the City Clerk before submitting a report to discuss any questions.

2. The City Clerk can not accept electronic filings.

3. When filing campaign finance reports, plan on spending fifteen to twenty minutes with City Clerk staff reviewing the report.

4. Make sure that signatures of the treasurer, the candidate, the chairperson and the preparer are present and notarized.

5. A "Political Committee No Activity Statement" must be filed when there are no contributions or expenditures during a required reporting period.

6. Reports must be filed until a Termination Statement is filed with the City Clerk.

7. Make sure reports are filed on time. There are no provisions for exceptions or time extensions and state law requires that penalties be assessed for late filings.

8. Under state law, the committee treasurer must retain a copy of the reports for a period of three (3) years after the date of filing.

9. Reports are filed in the public record's section of the City Clerk's office. Copies are available for twenty-five cents per image.

10. Reports may be viewed on the City Clerk's website http://cms3.tucsonaz.gov/clerks

GETTING STARTED

The City of Tucson is offering its Campaign Finance Administration Application (CFAA) to candidates who sign campaign contracts and their committees – free-of-charge – to assist in completing and filing campaign finance reports in a timely manner. With the input of past candidates and their committees, this updated program has been further refined to provide a straight-forward and easy-to-use reporting tool. If users of this application have any questions regarding its use or content, they should contact the City Clerk's Office at (520) 791-4213.

Minimum System Requirements:

- Windows 98 or later
- Computer system with Pentium processor or higher
- 64MB RAM memory
- 30GB hard drive space for application files

Installing CFAA

Insert CD into Drive. If autorun is enabled on your computer, the installation will begin automatically. Otherwise, select **START**, then **RUN** and browse to the ***Setup*** file on the CD which will begin the installation.

CFAA works on the premise that all transactions (*contributions and expenditures*) originate from one of six possible sources:

1. Individual
2. Family member
3. Committee
4. Vendor
5. Candidate
6. Anonymous or prohibited source

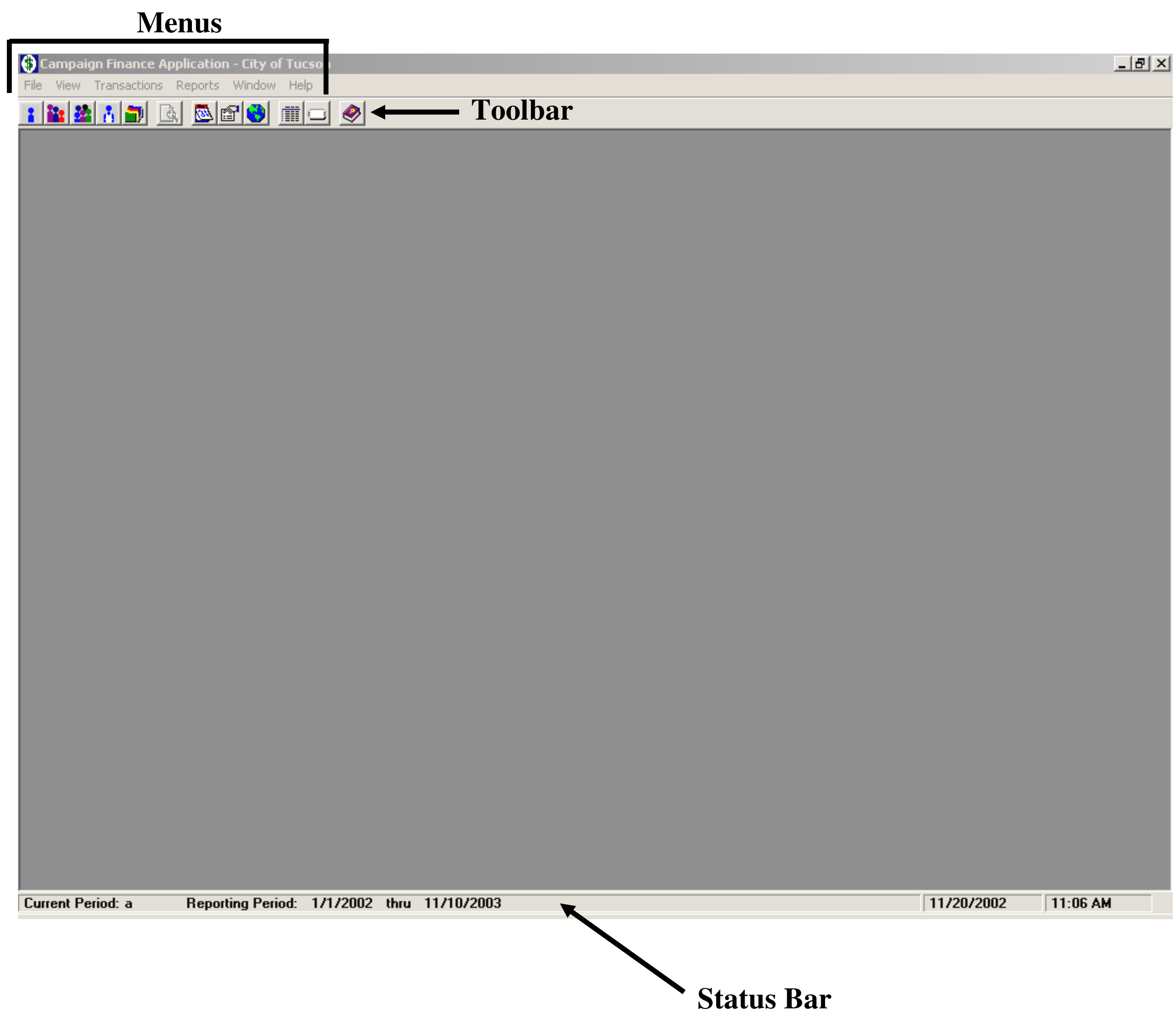
CFAA requires you to enter the contact information for a transaction into one of these categories. Once entered, the record will be available for further transactions. **Note: Candidate information is entered in the Campaign Information screen. Anonymous and Prohibited transactions do not have contact information.*

The CFAA program tracks your campaign transactions and allows you to create reports for submission to the City Clerk's Office.

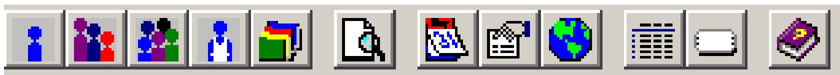
MAIN SCREEN

CFAA consists of several menus, toolbars and a status bar. All items in the menus are available by simply clicking the associated toolbar, except for Transactions.

Along the top of the CFAA, you will find the available menus. Directly below the menu exists the toolbar. The status bar, located horizontally along the bottom of the screen, displays the current period along with its date range, the current date and time. This is helpful in making sure you are entering information for the correct period.



TOOLBAR



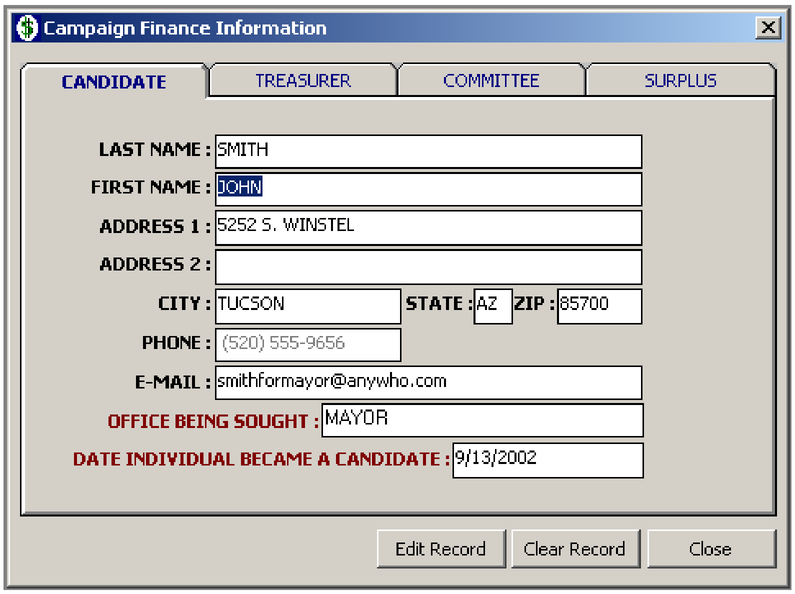
Holding your mouse cursor over a button on the toolbar will display its caption.

From left to right, the tool bar includes:

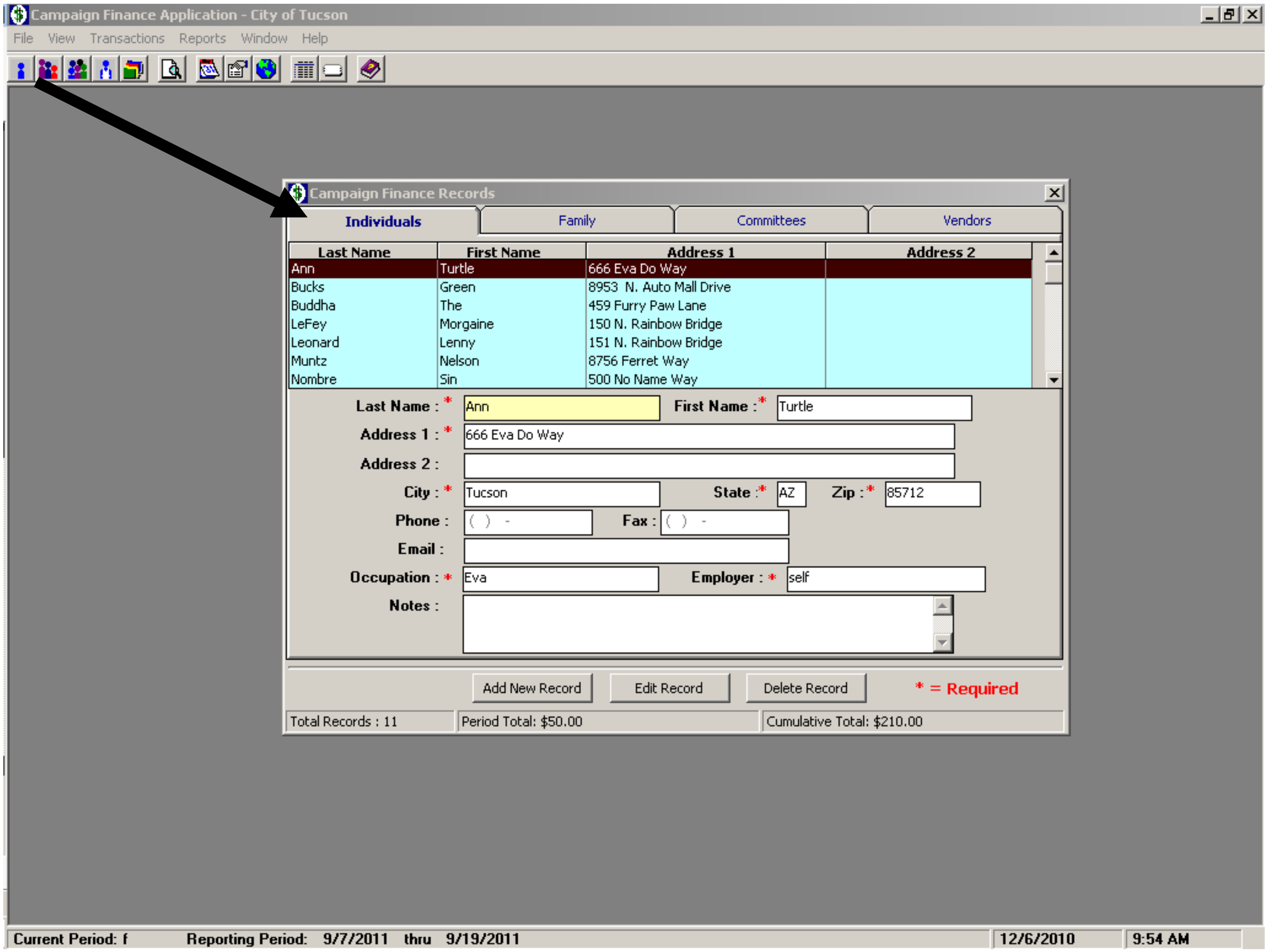
- Individual records
- Family records
- Committee records
- Vendor records
- Accounts
- Preview
- Campaign period
- Campaign information (this must be completed first)
- Link to City Clerk's Office Campaign Finance Home Page
- Reports
- Label wizard
- Help file

CAMPAIGN INFORMATION

This screen allows you to enter Candidate, Treasurer and Committee information. It also allows you to enter any surplus funds left over from a previous campaign. This step must be completed before entering any other data.

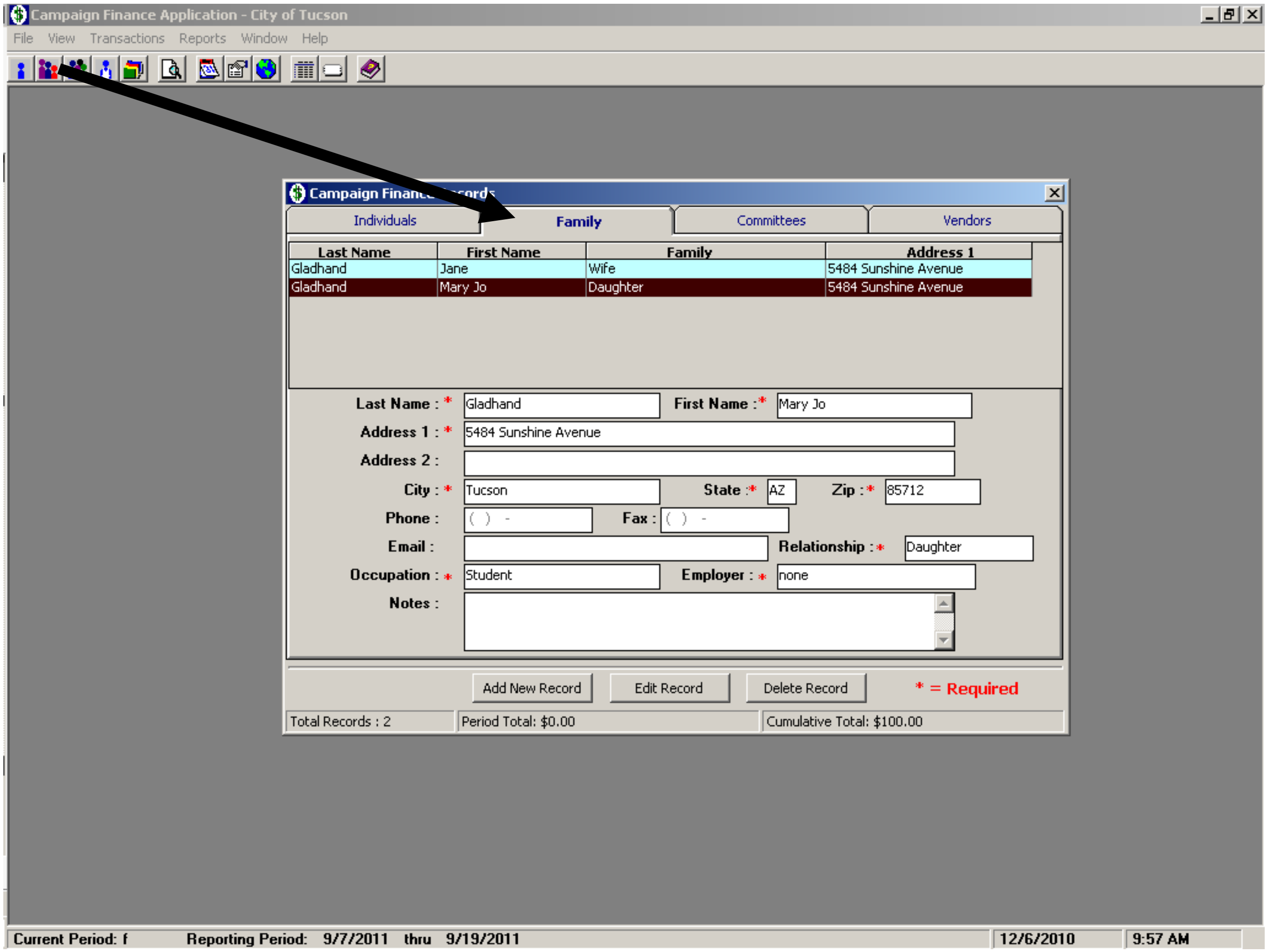


INDIVIDUAL CAMPAIGN FINANCE RECORDS



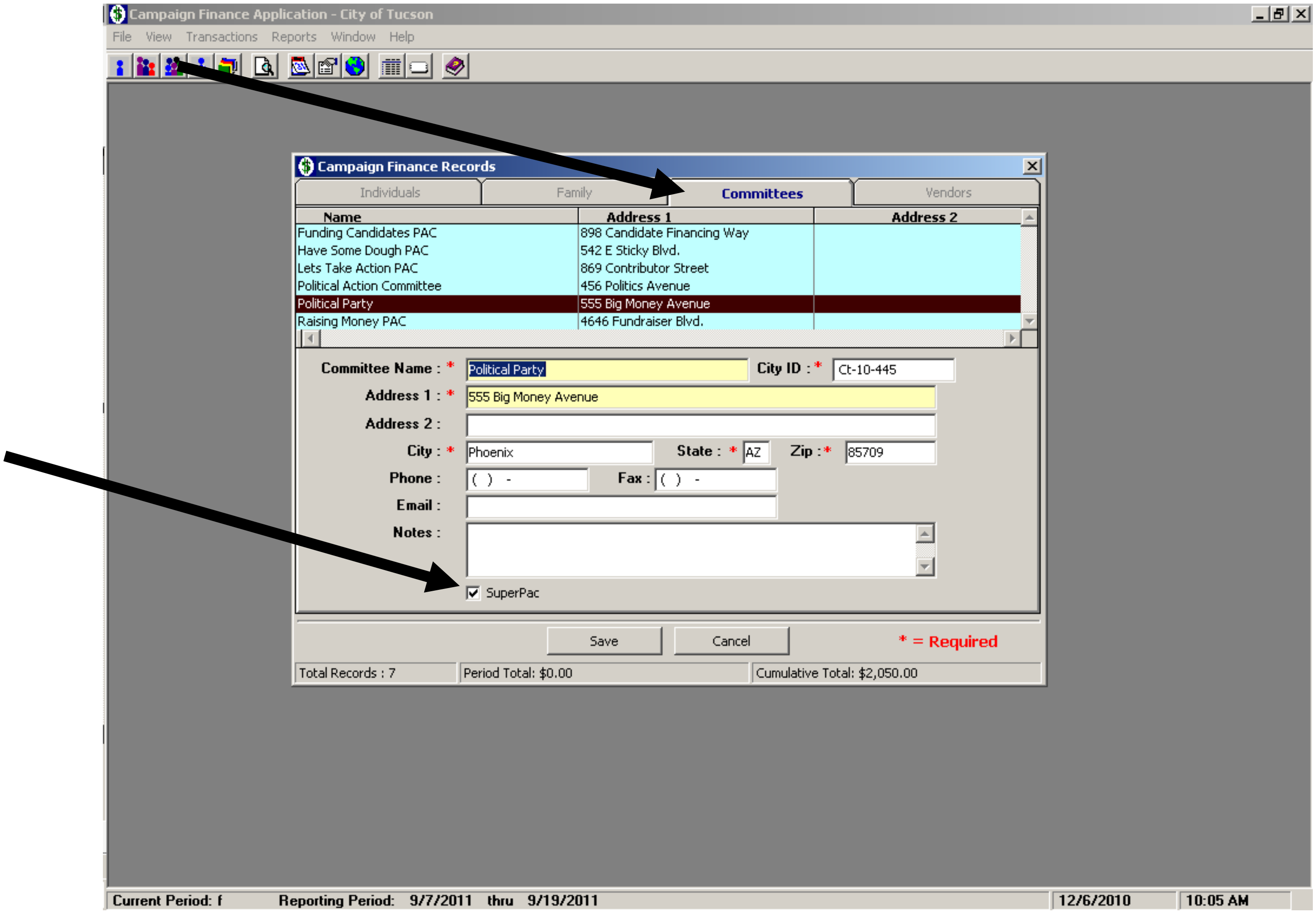
Contact information must be entered before any transactions can be recorded. Remember that each contributor must disclose their occupation and employer, the entry cannot be saved without this information.

FAMILY CAMPAIGN FINANCE RECORDS



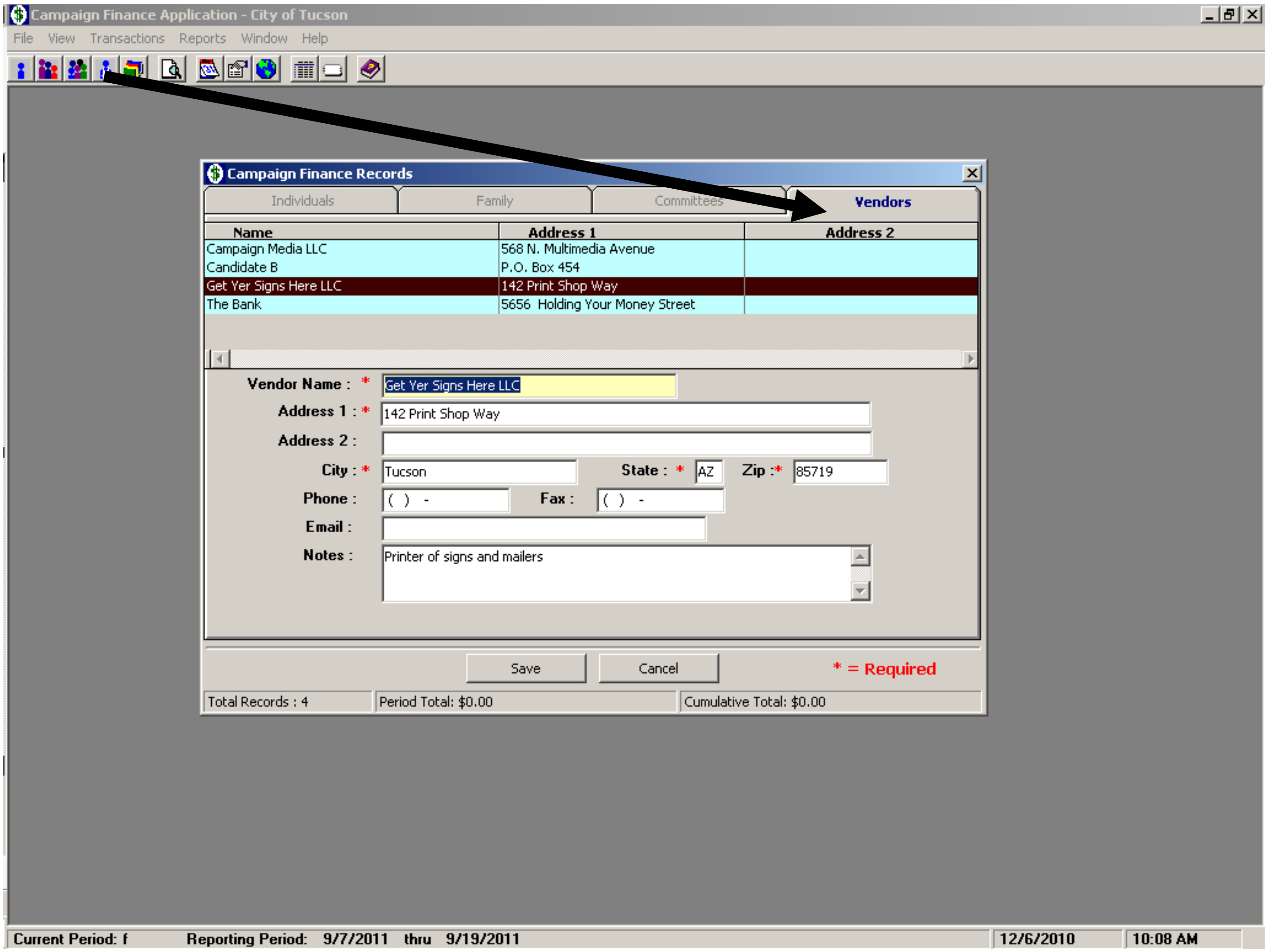
Contact information for family members is entered separately from individuals. The family relationship must be indicated. As with all contributions, the contributor's occupation and employer must be disclosed. Family contributions are considered part of the Candidate's personal monies and are therefore subject to the 3% contribution limitation. Family contributions are not eligible for public matching funds.

COMMITTEE CAMPAIGN FINANCE RECORDS



If the contributor is a SuperPac, check the button under the notes entry to allow for a larger contribution limit.

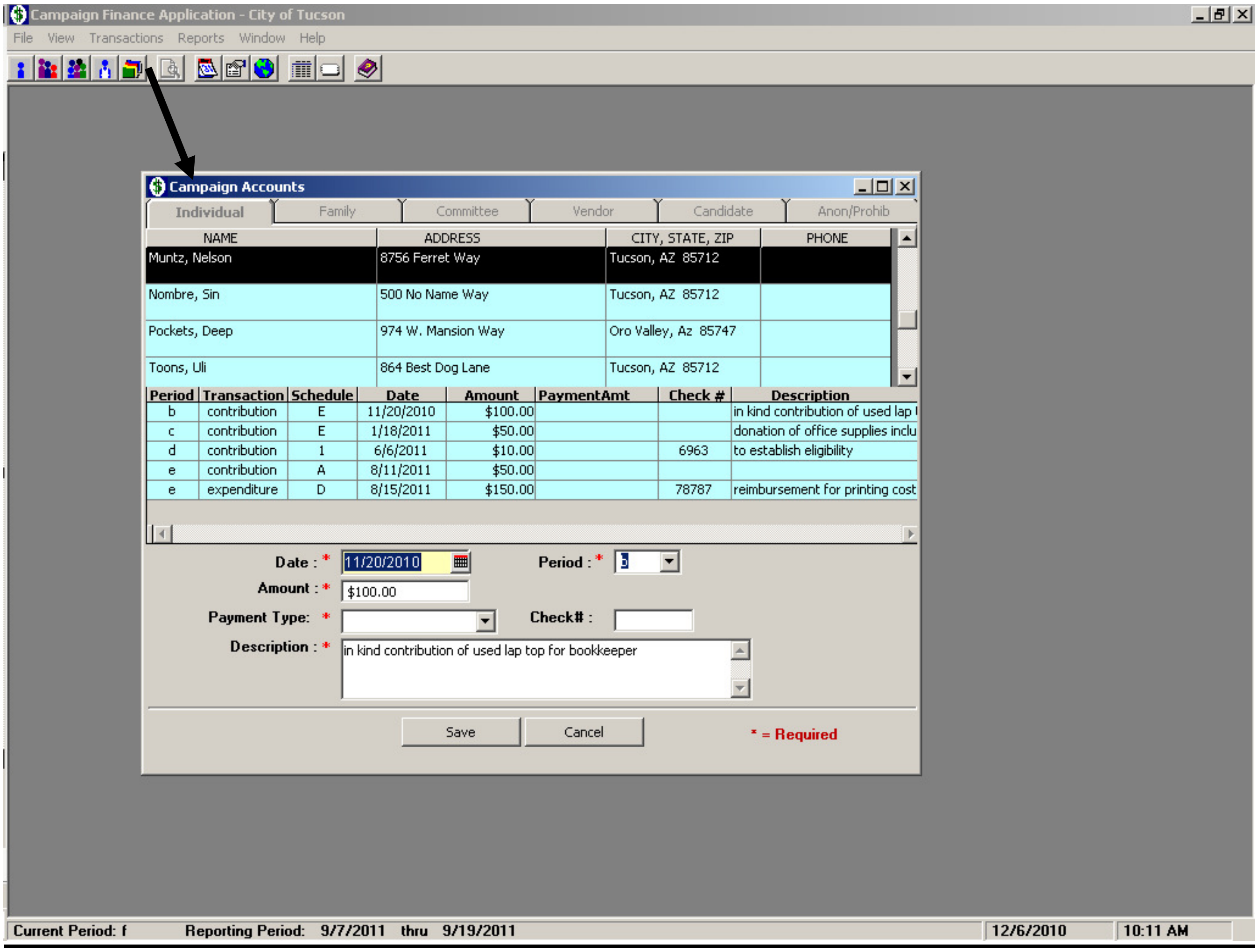
VENDOR CAMPAIGN FINANCE RECORDS



Contact information must be entered before any transactions can be recorded, including payments or debts to vendors.

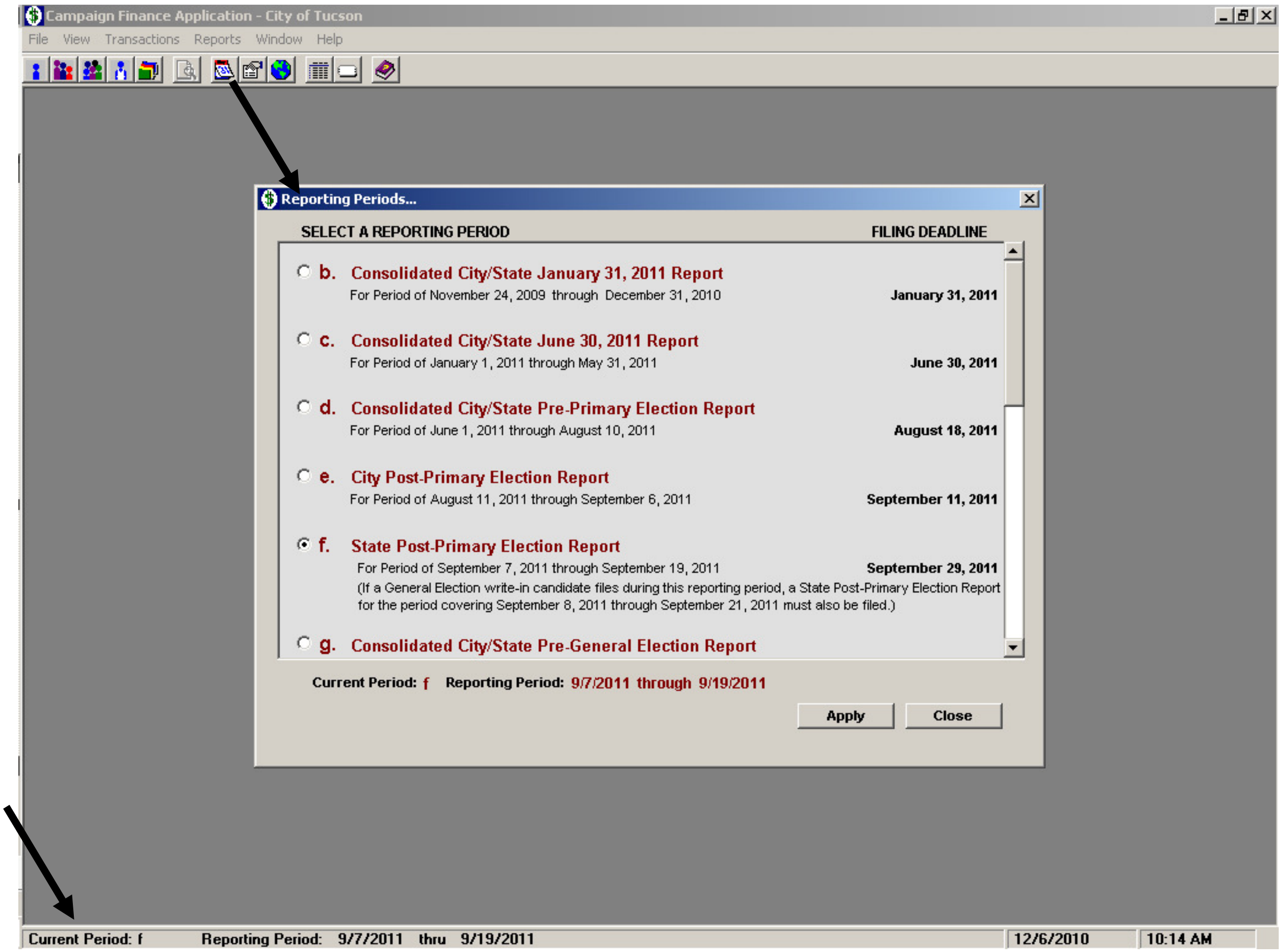
CAMPAIGN FINANCE ACCOUNTS

This screen shows a summary of transactions that have been entered into the database for all contacts. This screen also allows you to edit any transactions that have been incorrectly entered.



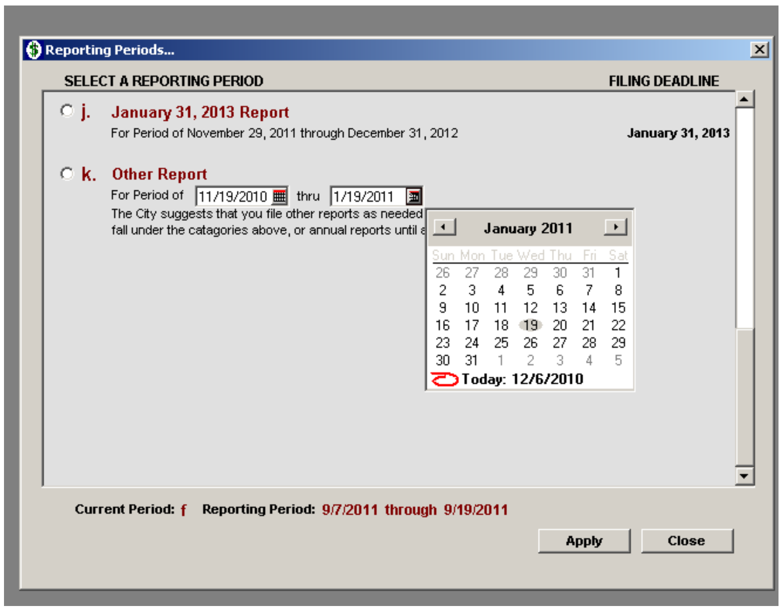
CAMPAIGN PERIOD

This screen allows you to select and change the working period of the campaign. Before entering transactions, make sure you are in the appropriate reporting period. The status bar at the bottom of the screen will show the reporting period. As you change periods, all transactions are allocated to the specific date ranges. This screen also provides useful information regarding filing dates for each period.



NOTE: Reporting Period "a" is the Statement to Establish Eligibility and is not assigned a specific date range. This statement may be filed in conjunction with any other period prior to the deadline for establishing eligibility. For more information on running report for the Statement to Establish Eligibility see the Reports Screen chapter of this manual.

Period K is a flexible reporting period. The calendars can be used to select a date range for transactions. This feature is designed to allow campaigns to run reports the match the date range of their bank statements for accurate balancing.

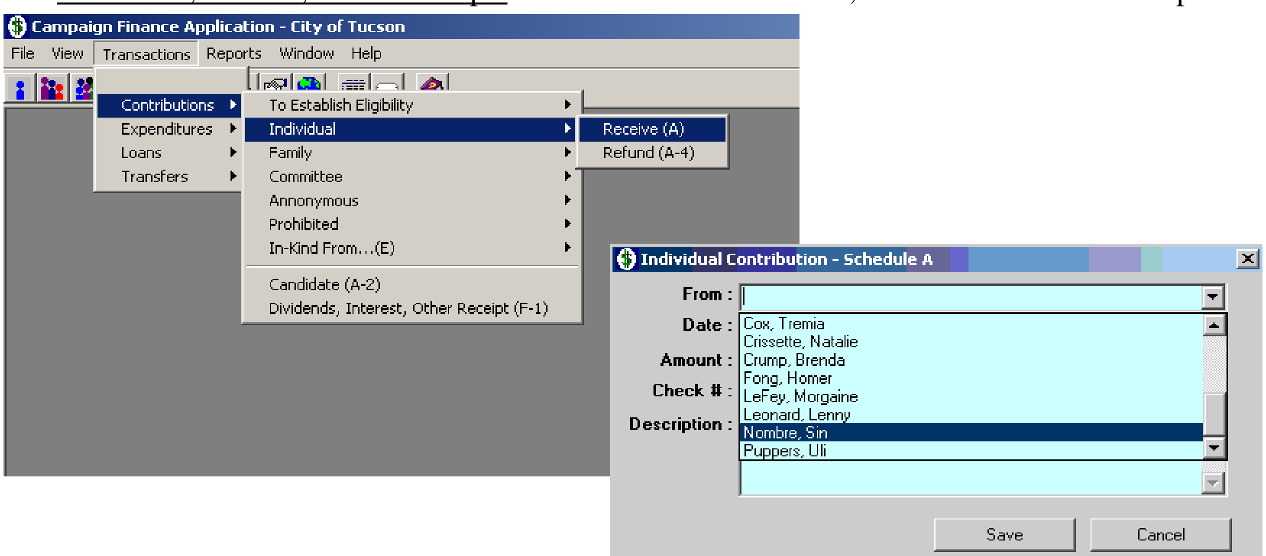


CONTRIBUTION ENTRY

To receive or refund contributions, first make sure you are in the correct reporting period and then choose Transactions from the main menus. Except for Anonymous and Prohibited contributions, the records that were entered into the database become available in the drop-down box of the contribution screen.

The following choices are available for Contributions:

- To Establish Eligibility – Schedule 1 Contributions from Individual City Residents
- Individual – Schedule A Contributions from Individuals & Schedule A-4 Offsets to Contributions
- Family – Family Contributions & Schedule A-4 Offsets to Contributions
- Committee – Schedule B Contributions from Political Committees & Schedule A-4 Offsets to Contributions
- Anonymous – Schedule A-3 Anonymous and Prohibited Contributions & F-2 Offsets to Contributions Received
- Prohibited - Schedule A-3 Anonymous and Prohibited Contributions & F-2 Offsets to Contributions Received
- In Kind – Schedule E In-Kind Contributions and Expenditures
- Candidate – Schedule A-2 Contributions from Candidate
- Dividends, Interest, Other Receipts – Schedule F-1 Dividends, Interest and Other Receipts



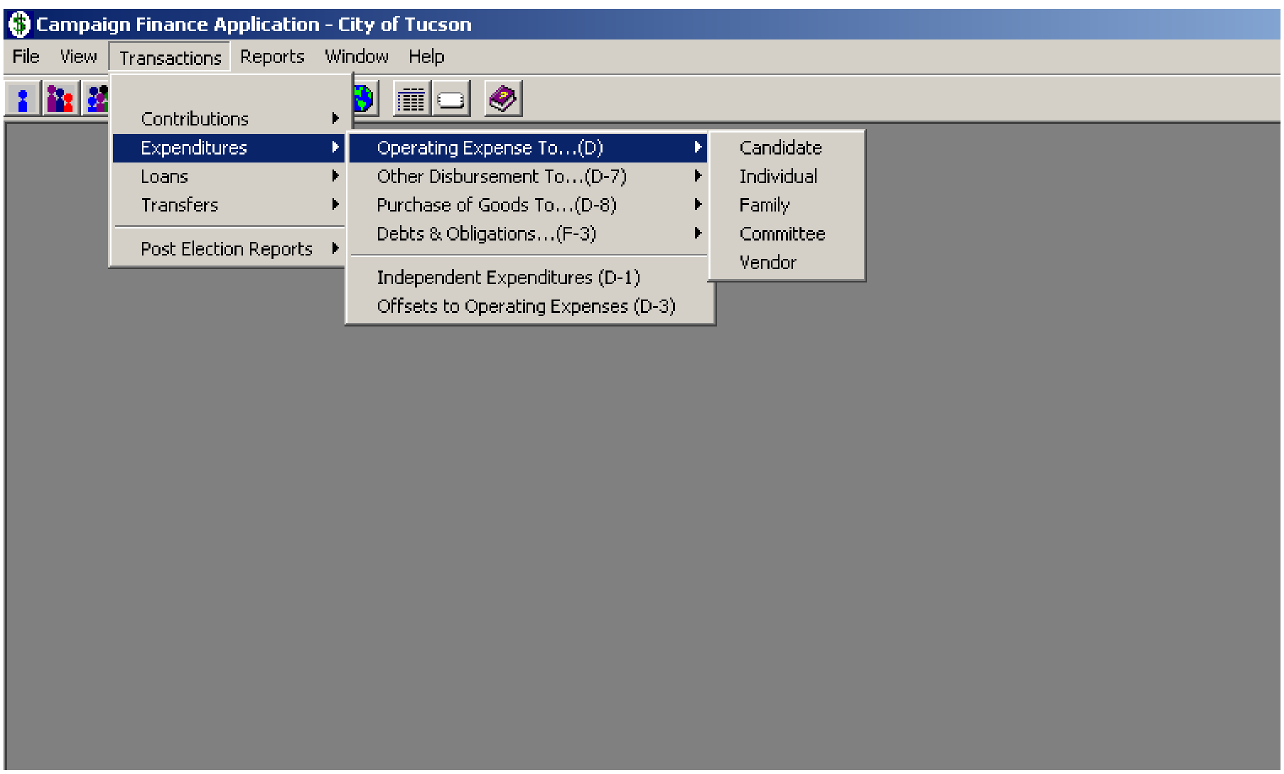
Except for In Kind, each of these options will allow you to enter a contribution received or refunded. If In Kind contributions are received, you must choose the appropriate contributor type from the submenu.

EXPENDITURE ENTRY

To record expenditures, first make sure you are in the correct reporting period and then choose Transactions from the main menu. The records that were entered into the database become available in the drop-down box of the expenditure screen.

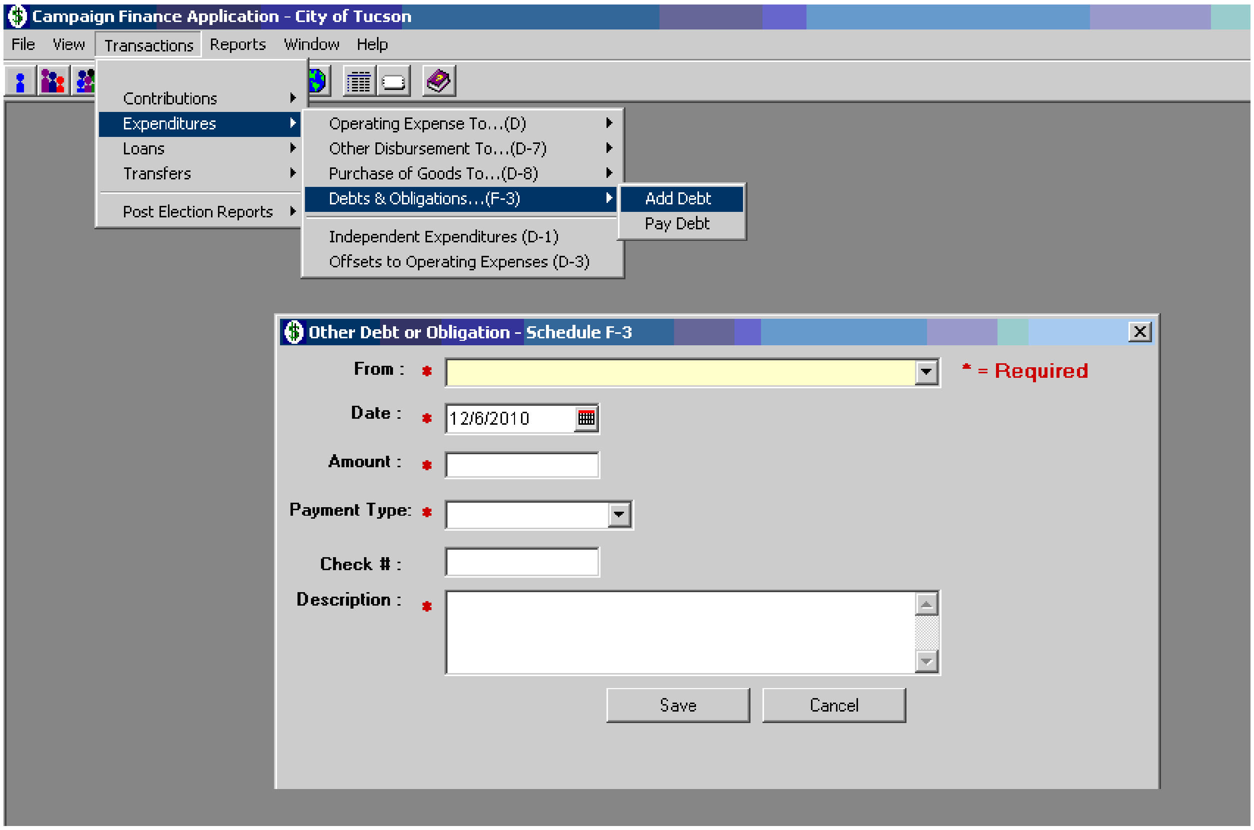
The following choices are available for Expenditures:

- Operating Expense – Schedule D Expenditures for Operating Expenses
  Most Committee expenditures will be enter into Schedule D
- Other Disbursement – Schedule D-7 Any Other Disbursements
- Purchase of Goods – Schedule D-8 Purchase of Goods
- Debts and Obligations – Schedule F-3 Debts and Obligations
- Independent Expenditures – Cannot be used by Public Matching Funds Candidates
- Offsets to Operating Expenses – Schedule D-3 Offsets to Operating Expenses



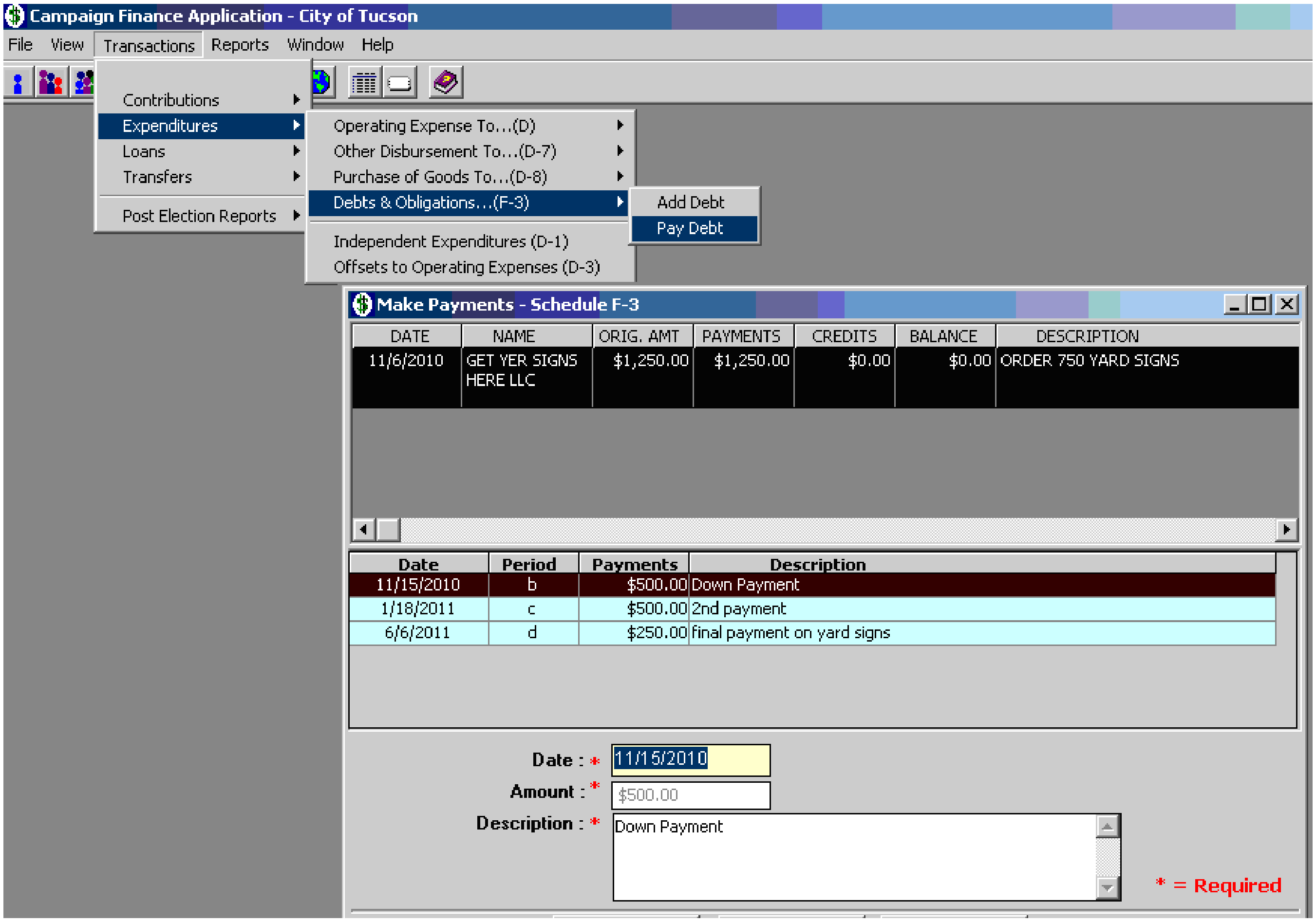
DEBTS AND OBLIGATIONS ENTRY

To add a debt or other obligation, first make sure you are in the correct reporting period and then choose Transactions from the main menu. Choose Add Debt, the drop down menu will show the list of vendors who have contact information.



PAYMENT ON DEBTS AND OBLIGATIONS

To pay a debt or other obligation, first make sure you are in the correct reporting period and then choose Transactions from the main menu. Choose Pay Debt, the drop down menu will show the list of vendors



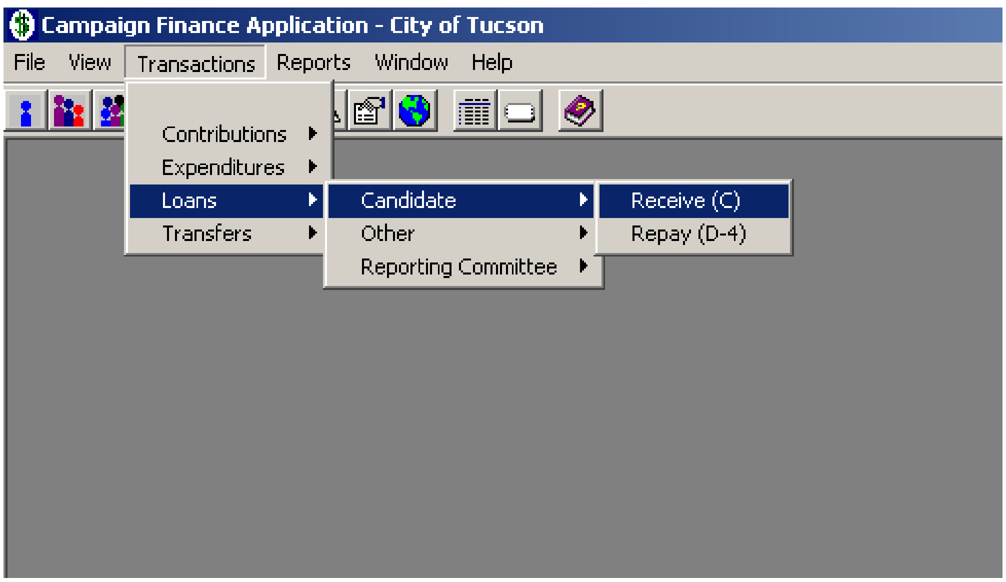
For the payment of a debt you will have a check number. Enter the check number in the Description field.

LOAN ENTRY

To record loans, first make sure you are in the correct reporting period and then choose Transactions from the main menu.

<u>The following choices are available for Loans:</u>

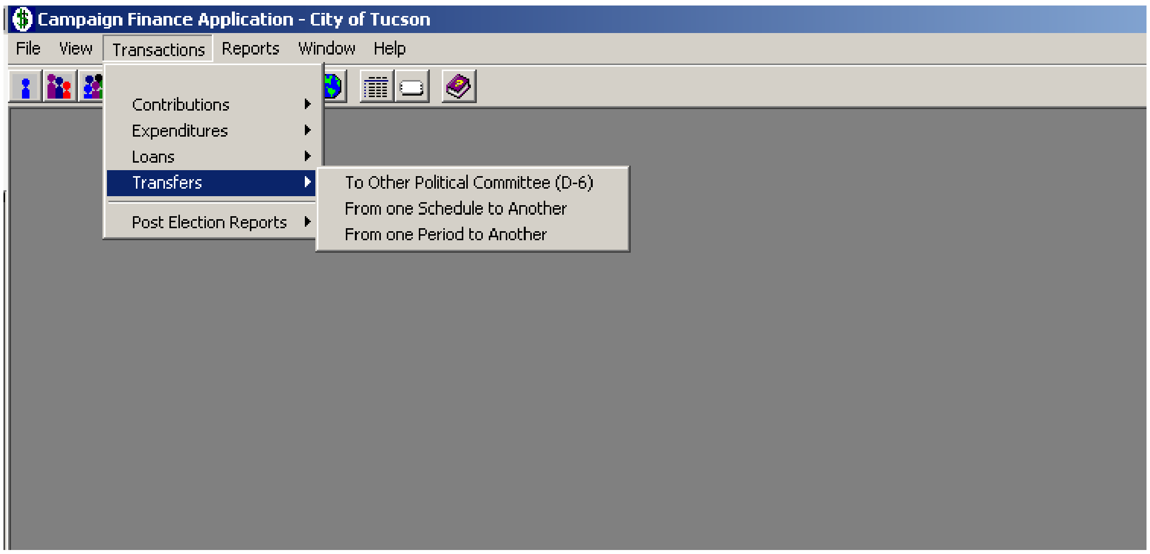
- <u>Candidate</u>
- <u>Other</u>
- <u>Reporting Committee</u> - This selection cannot be used by public matching funds candidates.



IMPORTANT NOTE: A loan is a contribution to the committee to the extent it remains unpaid. It is reported on Schedule C of the campaign finance report for that period. A candidate loan becomes an expenditure of the committee upon repayment and must be reported on Schedule D-4 of the campaign finance report for that period.

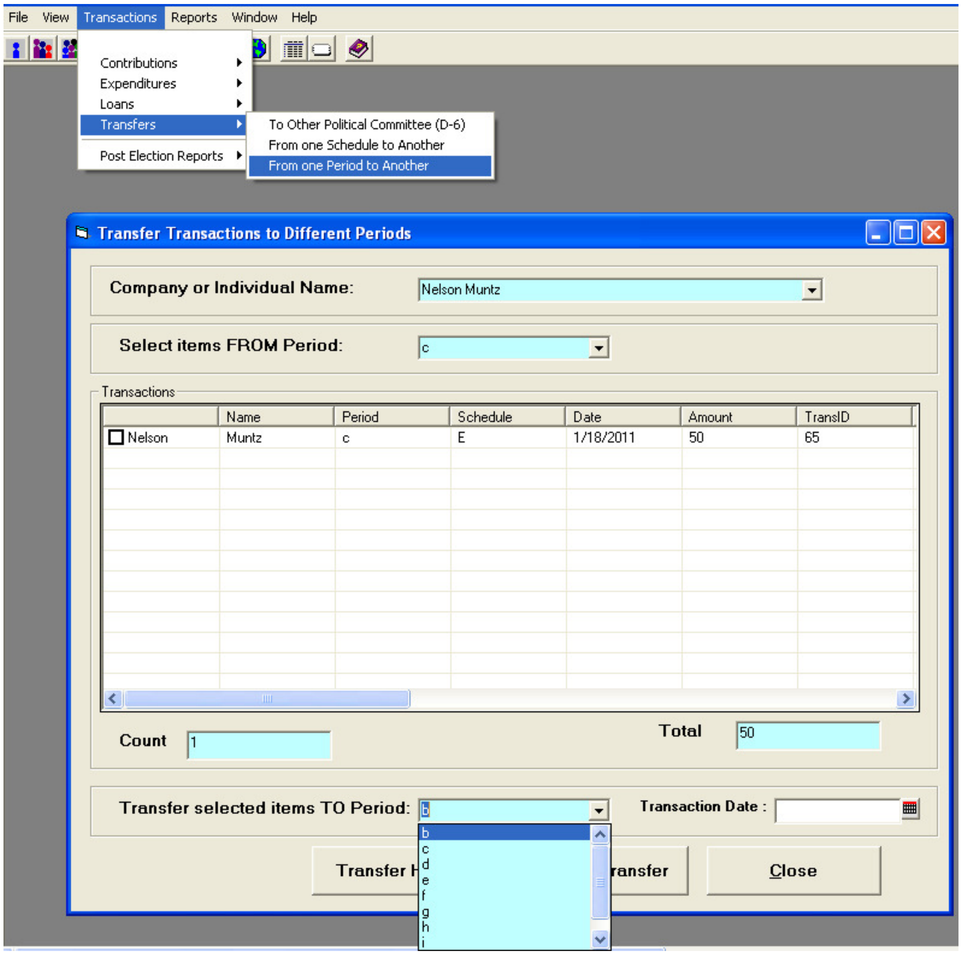
TRANSFER TO OTHER POLITICAL COMMITTEE

Transfers to Other Political Committees cannot be used by public matching funds candidates.



REPORTING PERIOD TRANSFERS

This feature was designed to allow the bookkeeper to correctly report transactions that may have been entered into the wrong reporting period.



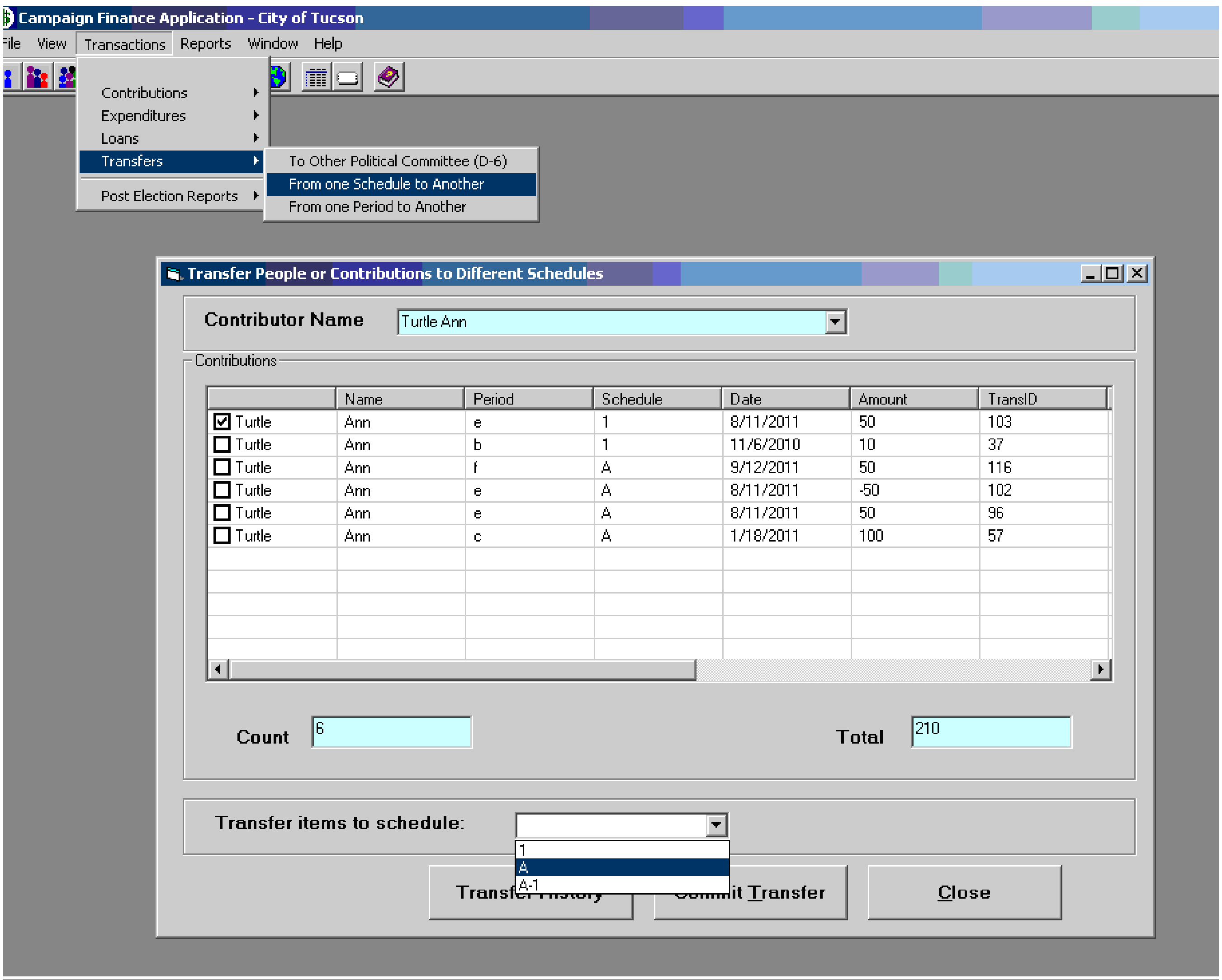
1) Choose the company or individual whose transaction was incorrectly entered and requires transferring to a previous reporting period.
2) Choose the period in which the transaction was originally reported.
3) Select the transaction to be transferred and choose the correct past period in which the transaction should be reported.
4) Enter the correct transaction date. This date must be within the reporting period the transaction is being transferred to.
5) Choose Commit Transfer. This will produce a report which must be printed and attached to the campaign finance report.

Remember: You must file an amended Campaign Finance report if the original reporting period has closed and the report turned into the City Clerk's Office.

A Transfer History report can be run to review all of the period transfers that have occurred during the campaign.

SCHEDULE TRANSFERS

This feature was designed to allow the bookkeeper to correctly report contributions that may have been entered into the wrong schedule.



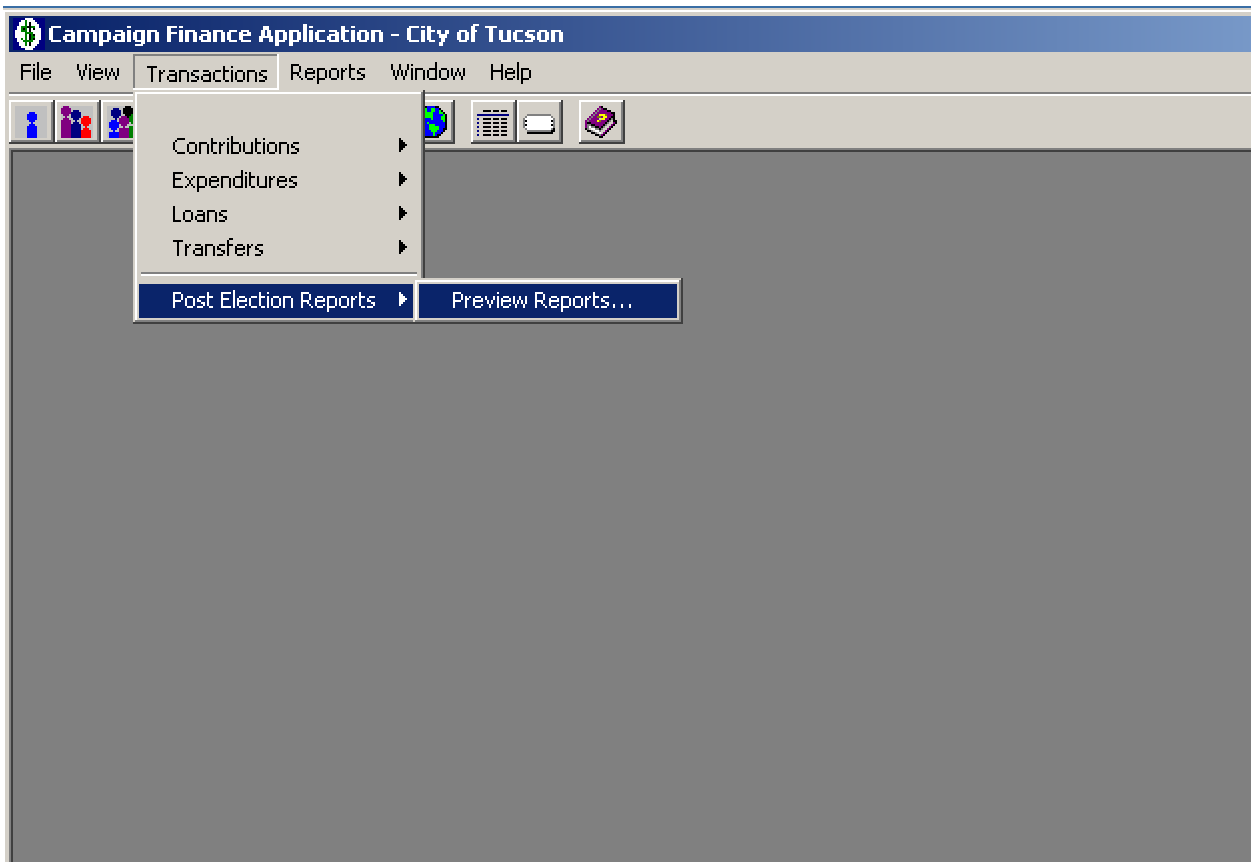
1) Choose the individual whose transaction was incorrectly entered and requires transferring to a different schedule in the same reporting period.
2) Select the transaction to be transferred.
3) Choose the correct schedule in which the contribution should be reported.
4) Choose Commit Transfer. This will produce a report which must e printed and attached to the campaign finance report.

A Transfer History report can be run to review all of the schedule transfers that have occurred during the campaign.

POST ELECTION REPORTS

This selection is used for the completion of the Post Election Reports – Schedules G & G1.

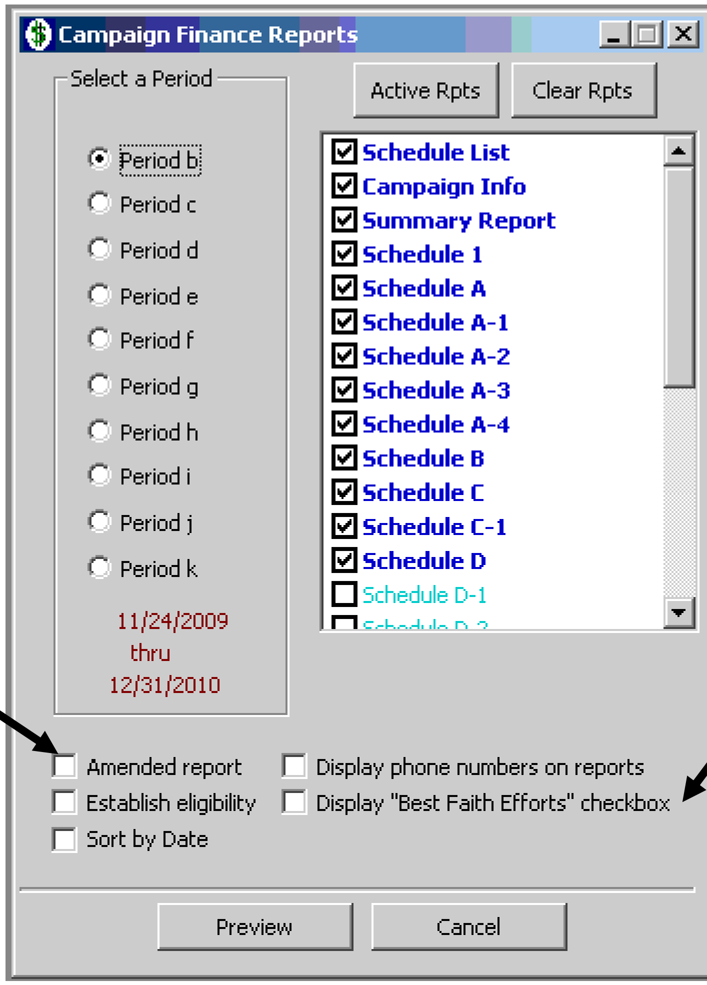
Please contact the City Clerk's Office regarding the filing of these reports.



Reports Screen

The reports screen allows you to preview several contribution and expenditure reports. You can select the specific period and apply several filters for each report. Selecting Clear Reports will uncheck all of the selections and then you'll need to choose which schedule you want to print. Also, by selecting "Active Only," you can view which reports actually have data in them to print. You only need to file active reports, schedules with no data do not need to be filed.

Always check this box when filing an amended report



Always check this box when filing report with incomplete contribution information and attach best efforts letters.

<u>*When you are ready to file your Statement to Establish Eligibility*</u>, check the Establish Eligibility box and print your Campaign Finance Administration Report for the current period.

<u>*When printing reports for submission to the auditor*</u>, please check the Display Phone Numbers on Reports box. However, reports filed with the City Clerk's Office should not have phone numbers included. These reports are public records.

LABEL WIZARD

This screen allows you print labels derived from your entered data:

- Select the database;
- Choose your label size; then
- Select a sort order.